



Natural  
Resources  
Conservation  
Service

375 Jackson Street, Suite 600  
St. Paul, MN 55101-1854  
Phone: (651) 602-7900  
Fax: (651) 602-7914

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Transmitted via email

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MINNESOTA BULLETIN NO. 120-4-7

SUBJECT: ADS – MAIL

Purpose. To provide information regarding mail policy.

Expiration Date. September 30, 2005.

The following provides information on how the mail is handled from the state office:

1. Mail will be held for bulk mailing to area offices on Tuesdays and Thursdays; normally shipped to areas by UPS. Time sensitive items will be mailed the same day as requested. Bulk and/or supply items which are not time sensitive will be grouped in a holding area for future transport by an NRCS employee in a government vehicle.
2. Employees are hereby requested to check with the mail room and transport those items on hold to the appropriate area office. This includes state office employees as well as visitors from the area offices.
3. UPS will be utilized in place of first class USPS when mailing packages over 1 pound.

Your cooperation and assistance is needed to make this process a success.

WILLIAM HUNT  
State Conservationist

DIST: AO